



CASH POLICIES AND PROCEDURES

Policies

To safeguard cash receipts, the Board of Supervisors may authorize bank accounts for the deposit of monies received by the County. Bank accounts can only be established with commercial banks or saving and loan associations that are insured by either the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation or other instrumentalities of the United States [Arizona Revised Statutes (A.R.S.)35-323.G]. Cash balances in bank accounts shall be maintained at a level adequate to meet current operating needs as determined by the agency head along with the Finance Director. The maximum balance shall not exceed FDIC limits. Excess amounts should be deposited weekly with the Treasurer. All cash receipts shall be deposited in appropriate bank accounts unless the amount is less than \$1,500 but in any case, no later than the last day of the week. All cash receipts should be deposited with the Treasurer at year-end, and inactive bank accounts should be closed.

Segregation among employees performing the duties of handling cash, reconciling bank accounts and maintaining accounting records is an essential element of control over cash receipts.

One employee is not allowed to control a complete phase of any accounting activity. The agency head is responsible for designating employees to perform specific accounting tasks. In addition, as few employees as possible should have access to cash, and all employees responsible for handling cash should be bonded.

The Agency head or his designee shall review and audit all activities at a minimum of quarterly.

At all locations where cash is received, a safe, locked cash box, locked filing cabinet or cash register should be used to safeguard cash.

If money is being handled in dealings with the public, the following policies will be posted in a conspicuous location:

- 1) The methods of payment that will be accepted.
- 2) A receipt will be issued for every payment made in person.
- 3) The non-sufficient funds (NSF) check policy.
- 4) A statement that only the receipt is proof of payment.
- 5) Only authorized personnel allowed in areas where cash is stored.
- 6) How refunds are to be handled.

Computer-generated and handwritten receipt forms must include the date, codes to identify the transaction or a brief description, the name of the person remitting or receiving the cash, signature or initials of the clerk performing the transaction, and the amount received or remitted.

Under no circumstances shall personal monies be co-mingled with County monies. Employees shall not cash personal checks or make change for personal use from the cash receipts. Personal monies must never be used to make change.

The agency head must retrieve any keys that allow cash access upon any employee's termination that was responsible for handling cash transactions. If possible, changing locks and/or combinations would be preferred.

The agency head shall develop a method for distributing, tracking and retrieving keys. All keys should say "DO NOT COPY".

All blank checks and credit card receipts shall be kept in a secure area such as a locked drawer.

Procedures

Petty Cash/Change Fund/Revolving Checking Account

Petty cash funds, change funds and revolving checking accounts (hereafter referred to as Petty Cash accounts) have been authorized by the Board of Supervisors for certain County agencies. The procedures are designed to safeguard petty cash accounts. It is the Agency's responsibility to ensure that petty cash fund procedures are followed. Failure to do so will result in finances being removed until such time as the Agency conforms to these procedures.

I. Establishment of Petty Cash Accounts:

- A. Any Agency desiring a petty cash account must submit the following information to the Finance Director for approval :
 - 1.) Justify and define the purpose of the account.
 - 2.) Assign a bonded or insured employee as custodian.
 - 3.) Establish an authorized petty cash balance.
 - 4.) Establish a maximum limit for each disbursement.
 - 5.) Establish a dollar limit at which the funds will be reimbursed.
- B. After approval, a demand signed by the Agency head along with all information listed above under section I.A.1-5 must be submitted to Accounts Payable for processing.
- C. Each petty cash fund will have only one employee as petty cash custodian. An alternative petty cash custodian should also be designated to act as petty cash custodian when the petty cash custodian is absent. The name of the petty cash custodian and alternative petty cash custodian will be submitted to Finance.
- D. The agency will be responsible for providing a lock box and locked cabinet in which to maintain its petty cash fund. Only the petty cash custodian should have access to the lock box containing petty cash funds. In case of revolving checking account, the supply of unused checks shall also be in a locked cabinet. Keys to the locked box and cabinet shall be held only by the petty cash custodian and Agency head.

II. Operating of Petty Cash Accounts:

- A. Each petty cash account will be reconciled, at a minimum, each time that it is reimbursed and at the end of each month .Revolving checking accounts will be reconciled at the end of each month. Change funds should be reconciled daily. A copy of the month end reconciliation of petty cash, change funds and all revolving checking accounts will be sent to the Financial Services Department by the next working day and the third working day after receipt of the bank statement for revolving checking accounts.

- B. Change funds are limited to making change for the Agency's customers. No expenditures will be allowed to be made from change funds.
- C. Petty cash may be advanced to allow an employee to purchase items needed by the agency. The "Petty Cash Withdrawal Form" must be completed in its entirety. The form (VI-C-24, dated 6/08), a copy of which is attached, will show the amount, requestor, date and purpose of the expenditure. The form should be signed by the appropriate supervisor authorizing the advance. The requestor's signature will be considered acknowledgment of receipt of the petty cash advance.
- D. After the expenditure has been made, an invoice, cash register or other type of receipt and any remaining cash must be returned to the fund custodian. The bottom of the petty cash disbursement form must be completed by the petty cash custodian.
- E. Petty cash funds should be replenished prior to reaching an unworkable level. This will be accomplished by submitting a Requisition thru Oracle Internet Procurement to Finance along with a reconciliation of all activity since the time that the fund was last replenished. All petty cash disbursement forms supporting disbursements listed on the reconciliation must be attached to the reconciliation.
- F. Petty cash funds should be operated on an imprest basis; at any time, total cash on hand plus disbursement documentation should equal the fund's authorized balance.
- G. On July 1 of each year, all petty cash accounts will be reconciled through June 30. This will be accomplished by submitting a Requisition thru Oracle Internet Procurement to Finance along with a reconciliation of all activity since the time that the fund was last replenished. All petty cash disbursement forms supporting disbursements listed on the reconciliation must be attached to the reconciliation. The forms needed for petty cash reconciliation are as followed (VI-C-22a, VI-C-22b, VI-C-22c). The forms needed for monthly revolving checking accounts are as followed (VI-C-25, VI-C-25b). The form needed for yearly revolving checking accounts are as followed (VI-C-25a).

YUMA COUNTY, ARIZONA

PETTY CASH WITHDRAWAL REQUEST

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To be completed by requester:

Date_____

Purpose_____

Amount \$_____

Account Code _____

Requester_____

To be completed by Supervisor:

Approved by_____

Date_____

To be completed by petty cash custodian at time of disbursement:

Disbursed by_____

Date_____

To be completed by requester at time of receipt:

Received by_____

To be completed by petty cash custodian upon receipt of sales receipt and change, if any, from requester:

Sales Receipt Amount \$_____

Receipt #_____ Date

Change Returned \$_____ Date

VI-C-24
Revised 6/08

**YUMA COUNTY, ARIZONA
BANK RECONCILIATION
FOR THE MONTH ENDED _____, 20____**

Bank: _____ Statement Date: _____, 20____
Account No.: _____

Balance per Checkbook, _____, 20____	\$	
Add Deposits		
Less Checks Issued		
Subtotal (Balance + Deposits – Checks Issued)		

Adjustments

	\$	
Total Adjustments		

Current Checkbook Balance, _____, 20____	\$	
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Balance Per Bank, _____, 20____	\$	
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Add: Deposits in Transit	Date		Amount		

Total Deposits in Transit		
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Deduct: Outstanding Checks

Date	No.	Amount

Total Outstanding Checks		
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Reconciled Bank Balance, _____, 20____	\$	
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The ending balance per bank and reconciled bank balance amounts must agree.

BANK ACCOUNT INFORMATION

June 30, _____

1. a. Name of Bank for F/Y _____. _____
b. Name of Bank for F/Y _____. _____
a. Name of custodian of account for F/Y _____. _____
b. Name of custodian of account for F/Y _____. _____
3. a. Name of Authorized signature for F/Y _____. _____
b. Name of Authorized signature for F/Y _____. _____
4. a. Bank Account number for F/Y _____. _____
b. Bank Account number for F/Y _____. _____

5. a. June 30, _____ balance per book (check book): \$ _____

Add: Outstanding checks \$ _____

Advices of credit from bank \$ _____
(if not already recorded)

Less: Deposits in Transit \$ _____

Advices of debit from bank \$ _____
(if not already recorded)

Equals Bank balance \$=====

OR

- b. Balance per bank \$ _____

Less: Outstanding checks \$ _____

Advices of Transit \$ _____

Add: Deposits in Transit \$ _____

Advices of debit \$ _____

Equals book balance \$=====

Completed By: _____

Date _____

VI-C-25a
Revised 6/08

BANK RECONCILIATION

AS OF _____

FOR ACCOUNT # _____

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Beginning Bank Balance	\$ _____
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Total Cleared Deposits	\$ _____
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Total Cleared Withdraws	\$ _____
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Ending Bank Balance	\$ _____
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VI-C-25b
Revised 6/08

**YUMA COUNTY, ARIZONA
PETTY CASH RECONCILIATION
DEPARTMENT**

Date _____

Petty Cash / Change Fund as of Last Reconciliation: \$ 0.00 A

Additions to Petty Cash:

_____ \$ 0.00 B

Subtotal (A + B) \$ 0.00 C

Petty Cash Advances

Date

Requester

\$ _____

Total Petty Cash Advances \$ 0.00 D

Subtotal (C - D) \$ 0.00 E

Petty Cash Paid Outs:

Date

Paid to

Amount

Total Petty Cash Paid Out 0.00 \$ 0.00 F

Balance of Petty Cash on Hand (E - F) \$ 0.00 G

VI-C-22a
Revised 6/08

YUMA COUNTY, ARIZONA
PETTY CASH _____ / CHANGE FUND _____ RECONCILIATION
DEPARTMENT _____

Date _____

Cash on Hand:	Quantity	Denomination	Total
Coins:			
Pennies	_____	0.01	0.00
Nickles	_____	0.05	0.00
Dimes	_____	0.10	0.00
Quarters	_____	0.25	0.00
Half Dollars	_____	0.50	0.00
Dollars	_____	1.00	0.00

Total Coins _____ 0.00

Dollars:			
Ones	_____	\$1	0.00
Fives	_____	\$5	0.00
Tens	_____	\$10	0.00
Twenties	_____	\$20	0.00
Fifties	_____	\$50	0.00
One Hundreds	_____	\$100	0.00
Other	_____		

Total Dollars _____ 0.00

Other:

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Other _____ 0.00

Total Cash On Hand (H + I + J) _____ \$0.00

The total shown on K must equal G

Date Reconciled: _____ by: _____

VI-C-22b
Revised 6/08

YUMA COUNTY
DEPARTMENT
Reconciliation of Petty Cash
Date _____

[illegible][illegible]

Denomination		Amount
100	0	\$0.00
50	0	\$0.00
20	0	\$0.00
10	0	\$0.00
5	0	\$0.00
1	0	\$0.00
Coins		
1.00	0	
0.50	0	\$0.00
0.25	0	\$0.00
0.10	0	\$0.00
0.05	0	\$0.00
0.01	0	\$0.00
CHECK		
TOTAL		\$0.00

TOTAL RECIEPTS AND CASH	\$0.00
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VI-C-22c
Revised 6/08